



SELECT BOARD RECORD OF MEETING
JULY 29, 2025
WINDSOR TOWN OFFICE

Note: This record of meetings may not be considered an official public record until such time as they are read and accepted by the Select Board Members.

Members Present: Thomas McNaughton, William Appel Jr., Ray Bates, and Allison Whynot. Chester D. Barnes Jr. was absent.

Public Attending: Tom Reed, Carol Chavarie, Jerry Nault, and Brandi Grosjean.

Employees Attending: Kathy Johnson (*Tax Collector, Bookkeeper*), Keith Hall (*Public Works Supervisor*), Greg Feltis (*Health Officer, Assistant CEO/LPI and E911*), and Theresa L. Haskell (*Treasurer*).

Thomas McNaughton opened with the Pledge of Allegiance at 6:00 p.m.

Previous Meeting Minutes: **Ray Bates made a motion to approve the minutes dated 7/15/25 as presented, seconded by William Appel Jr., and approved 4-0-0.**

Consideration of Warrants #55 check re-issue, and #6 – Ray Bates made a motion to approve Warrants #55 check re-issue, and #6, payroll warrant #5 will be discussed further in executive session seconded by Allison Whynot and approved 4-0-0.

Public Works: Keith Hall reported.

- a.) Steve McGee signed the 2025-2026 plowing contract. The total cost of the contract is \$46,250.00, and \$185.00 per hour after 250 hours. The same plow drivers as last year.
- b.) Roadside mowing is complete.
- c.) The roads are marked for crack sealing.
- d.) Coopers Mills Road paving and lines are complete.
- e.) Keith has a map of the Town roads that will be lined/painted. (yellow & white).
- f.) Bill asked if any of the Town roads will need grinding, Keith answered no.
- g.) Public Works has been putting up new posts and have been clearing the trees away from stop signs and other signs around Town so that they can be clearly seen.
- h.) Keith will follow up on the police report regarding damage done to the new pavement on Coopers Mills Road.
- i.) Keith will follow up on a comment made about washout happening by the cemetery on Maxcy's Mills Road

Transfer Station: Keith Hall reported on behalf of Transfer Station.

- a.) The demo can has been picked up.
- b.) It will be 2-3 weeks before refrigeration will be picked up.
- c.) Keith let the Select Board know that the old can is beyond repair. He asked the Select Board if it was okay to go ahead and cut the can into pieces. They can do this with a cutting torch. They will dispose of the pieces and keep the floor. The floor of the can could be used at the Transfer Station as a base under the refrigeration items. The Select Board agreed it is best to cut up the old can.

- d.) Ray Bates asked Keith if he was aware of anyone dumping at the Transfer Station free of charge. Keith said no. The Select Board made it clear that there would be no dumping at the Transfer Station free of charge. The Windsor Transfer Station is “pay as you go.”

Town Office: Nothing to report.

Tax Collector: Kathy Johnson reported.

- a.) As of today, 7/29/2025, there are 74 Real Estate accounts still owing for 2025 taxes. The total amount due to the Town is \$97,253.58. There are (2) Personal Property still owing for 2025 totaling \$82.43.
- b.) Tax lien will be filed on unpaid tax accounts August 11, 2025. Cash or money order will be accepted until the end of business day August 8, 2025. No personal checks, credit cards, or debit cards can be accepted for payment at this time on past due tax payments.
- c.) Nichole Stenberg (*Assessor's Agent*) plans to be at the regular Select Board meeting on August 12, 2025, for tax commitment.

Animal Control Officer: Nothing to report.

Cemetery Sexton:

- a.) Tom reviewed briefly on a lime treatment for the cemetery.
- b.) Tom reported that Joyce showed interest regarding upcoming training on cemetery stone repair and hosting a class in Windsor. More to come.

Code Enforcement Officer: Greg Feltis reported.

- a.) Greg has discussed ordering a cabinet for the AED that will live at the Public Works building with Kelly. The cabinet will cost approximately \$89.00. Kelly will order this. Training for use of the AED will happen sometime in the fall. Greg said training will be for all Town employees.
- b.) Greg emailed his report to the Select Board prior to the meeting. Greg reviewed his report with the Select Board and answered any questions the Select Board had regarding the report.

RSU #12: No one in attendance.

Public Comment:

- a.) Theresa Haskell shared she has a new grandbaby; this is her 4th grandchild. The Select Board congratulated her.
- b.) Jerry Nault mentioned how much he has been enjoying the air conditioning at the Select Board meeting.
- c.) Carol Chavarie received a letter from MainEx letting the Town know that they had moved a new piece of equipment into town. The equipment is a crushing machine. MainEx stated in the letter that they will begin crushing on July 29, 2025. Carol said the letter did not state the hours of operation. Carol will reach out to MainEx and invite them to the next Planning Board meeting on August 4, 2025, at 7:00 pm. Carol will suggest that MainEx complete a site plan application.
- d.) Tom McNaughton shared Down East Brass will be performing on August 9, 2025, at 7:00 p.m. They will be at the Windsor Town Hall upstairs. This concert is to benefit the Windsor Food Bank. Donations at the door.
- e.) Tom Reed noted the next Cemetery Meeting has been changed from August 25, 2025, at 6:00 p.m. to August 18, 2025, at 6:00 p.m.

Treasurer – Theresa Haskell reported.

- a.) Theresa and Kelly filed the PFML quarterly wage report through the state portal. There were a couple of issues while getting the report filed. Theresa will continue to train Kelly and Kathy in this process.

- b) Theresa will be coming in as much as needed to train staff and answer questions. On July 15, 2025, the Select Board approved up to 8 hours per week for 4 weeks. The Select Board will assess after that 4-week period what may still be needed for training.
- c) Joyce will put the full 2024 Town Audit on the website when room is available on the website to do so.

Town Office: Nothing to report.

Select Board Items:

- a.) Tom asked if the Select Board would like to renew the Towns subscription with the Kennebec Journal. It is unknown who would benefit from receiving the paper. The Town could get the subscription online vs getting the paper delivered and save some money on the subscription. With brief discussion, Theresa suggested checking with Joyce (Cemetery Sexton) to see if she benefits from receiving the paper. The Select Board will hold off from deciding to renew the subscription at this time.
- b.) The Select Board will receive a printout of expenses and revenue detail reports monthly. The Select Board requested a condensed version printed out of the reports. Kathy or Kelly will supply these reports to the Select Board at the beginning of the month.
- c.) Tom asked if the Select Board was all set with the memo he had sent to them regarding department spending limits. All departments should have approval on high dollar items, purchases, expenses such as repairs through the Select Board for approval before spending. The Select Board should have preapproval on purchases. The Select Board was good with this.
- d.) Allison made note that ARPA funds should be discussed sooner than later regarding upgrading the security cameras at the Town Hall. Upgraded security cameras had already been discussed but have not yet been purchased or installed.
- e.) Allison asked if the Transfer Station will close early during fair season as it has in the past. The Select Board agreed this has worked out best in past years. They will look at dates and get this posted.
- f.) Allison mentioned voting at the school vs voting at Town Hall. With much discussion, Tom will have a discussion with Kelly (*Voting Clerk*) and decide. If a letter needs to be drafted to Howard Tuttle and the RSU William Appel Jr. said he would be happy to get a letter drafted.
- g.) **Thomas McNaughton made a motion to go into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter at 7:54 p.m. to include Select Board members William Appel Jr., Ray Bates, Allison Whynot and Thomas McNaughton, seconded by Ray Bates and approved 4-0-0.** The Select Board came out of the Executive Session at 9:30 p.m.

Thomas McNaughton adjourned this meeting at 9:35 p.m.

These minutes were approved by the Select Board on August 5, 2025.

The next Regular Select Board Meeting is Tuesday, August 12, 2025, at the Windsor Town Hall at 6:00 p.m. with a Special Select Board's Meeting scheduled for Tuesday, August 4, 2025, at 6:00 p.m.

Respectfully Submitted,

Kathy Johnson
Select Board Secretary
Tax Collector/Bookkeeper/Deputy Clerk

July 29, 2025

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